

# AUDITOR/CONTROLLER-RECORDER COUNTY CLERK



COUNTY OF SAN BERNARDINO

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**LARRY WALKER**  
Auditor/Controller-Recorder  
County Clerk

**ELIZABETH A. STARBUCK**  
Assistant Auditor/Controller-Recorder  
Assistant County Clerk

July 28, 2006

VIA E-MAIL

**RE: AMENDMENT NO. 1: RFP#ADM06-5-REVISED  
INTERNAL AUDIT PROGRAM SERVICES**  
*Important Notes  
Clarifications/Changes  
Responses to Requests for Information*

**Dear Bidder:**

Omnitrans participates in fair and open competition when contracting for requirements of the agency as dictated by the Federal Transit Administration (FTA). As such, Omnitrans provides all prospective bidders on a particular contract with identical information at the same time as practicably possible.

This Amendment results from requests for clarification and additional information by bidders regarding the above-referenced RFP. Each request or question is listed on the following pages with Omnitrans' corresponding answer. Like requests and/or questions were consolidated for brevity and clarity. All answers are set forth to the best of our knowledge given the existing time constraints. Some answers may be *denied* based on: time constraints; the information was already provided in the Bid package; or bidder(s) requiring Omnitrans to sign documents before award of the contract; and other similar requests.

This Amendment becomes a part of the original bid package and as such, shall become part of the resultant contract with the successful bidder. All other information included in the original bid is not altered by this Amendment; only the amended portions are affected.

**This Amendment must be acknowledged in the space provided on the *Acknowledgment of Amendments* form in the 'Forms' section; failure to do so is grounds for disqualification.**

Communications must be directed to me during the procurement phase of the RFP, unless an alternate contact is specifically authorized by Omnitrans Director of Procurement. This is to ensure an equitable exchange of information and prevent bias between Omnitrans and all potential bidders.

Sincerely,

A handwritten signature in black ink, appearing to read "Howard M. Ochi", is written over a horizontal line.

**Howard M. Ochi, CPA**  
Chief Deputy Auditor  
909.386.8822  
Fax 909.386.8830

**IMPORTANT NOTES:** This amendment is as result of Requests for Information and questions during the Pre-proposal conference on July 20, 2006.

**REMINDER:** Bid deadline for this RFP is **August 25, 2006, at 3 PM.**

**NOTE**—All proposals must be delivered to the Auditor-Controller/Recorder's Office (as referenced in Section I-Paragraph "G"-Correspondence") on or before the due date and time above. **Proposals should not be delivered to Omnitrans.**

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***RESPONSES TO REQUESTS FOR INFORMATION and PRE-PROPOSAL MEETING:***

Q1. Who are the external auditors at the present time?

A1. Our current auditors are Mayer Hoffman McCann

Q2. What was the reason for this RFP?

A2. It is a response to the performance audit by Macias Consulting Group, Inc.

Q3. Who would be their day to day contact?

A3. Gail C. Wright, Administrative Officer, at 909-379-7116; will serve as the project manager for this endeavor.

Q4. When the RFP mentions to review internal control, does it mean the firm will have to develop internal control procedures?

A4. The Contractor will only be responsible for the identification of areas in the risk assessment review.

Q5. Can they obtain the Performance Audit completed by Macias Consulting Group and the most recent Triennial Performance Audit?

A5. The most recent Triennial Performance Audit for 2003-2005 is currently part of the agenda package for July 2006 which can be viewed at [www.omnitrans.org/about/agenda.shtml](http://www.omnitrans.org/about/agenda.shtml). If copies are needed for the Macias Performance Audit, it can be viewed at [http://www.co.san-bernardino.ca.us/acr/pdf\\_download.htm](http://www.co.san-bernardino.ca.us/acr/pdf_download.htm).

Q6. Any audit concerns between the first RFP and second?

A6. No, there are none that we are aware of.

Q7. How many estimated auditable activities?

A7. A typical internal audit engagement begins with a risk assessment. The Audit Committee and the contractor will jointly decide on the areas that it wishes to be addressed by the internal audit program.

As specified in the RFP, "V. Scope of Work. A.":

The Contractor will be required to determine the internal controls environment, assess risks, and develop an annual audit work plan/budget in conjunction with the A&F Committee, to be approved by the Board of Directors. The plan should include at least 3 to 4 audits each year. Based on the approved annual audit work plan, the Contractor will provide internal audit services to Omnitrans. The following may be addressed by the Contractor:

Financial/Compliance Audits  
Operational Audits  
Construction and Engineering Audits  
Information Systems Audits  
Pre-award reviews of vendor proposed pricing  
Investigative Reviews  
Contract Closeout  
Special Reviews  
Administrative Assistance

- Q8. Regarding the selection of a DBE firm. Will it be acceptable to show only one DBE firm as the firm to which a solicitation for services was made, if that firm is also the DBE firm that will on our team?
- A8. Please include the information on any DBE firms that will be on your team. Also include documentation of your efforts to obtain any DBE firms with your proposal.
- Q9. Regarding the Proposal Pricing Form. This form has space for estimated hours, rate per hour and estimated cost. Due to the uncertain number of audits and their nature we would think that it may be appropriate to only complete the column that shows rate per hour. Is this an appropriate assumption? This question is also related to item VIII, E, 1 which indicates that Omnitrans is requesting "A concise statement of the product(s)/services proposed and overall cost." It has been our experience that it would be challenging to estimate the total cost of the internal audit services to be performed.
- A9. Please prepare your pricing proposal to include all aspects included in the scope of work and the deliverables listed in Section V. Scope of Work. Please use 3 to 4 audits per year in your calculations. You may want to itemize each deliverable with an associated cost. Additionally, include your hourly rates.
- Q10. Has an annual budget been established for the internal audit services to be performed? If so, could you provide the annual budgeted amount?
- A10. There is no current annual budget for these services. The budget will be allocated based on the RFP responses.
- Q11. Has Omnitrans been using a firm currently to provide internal audit services? If so, what is the name of the firm?
- A11. Omnitrans does not have a firm currently providing internal audit services. This proposal represents our initial effort in engaging a firm to provide these services.

**End of Amendment No. 1**